



JamaicanCanadianAssociation

## Recommendations on the Future of JCA Committees

Prepared by the JCA Transition Team  
May 28, 2016 Annual General Meeting

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## Background

- On June 27, 2013, the Jamaican Canadian Association voted to separate the organization into three legally separate entities to ensure it continued to meet the needs of diverse Jamaican, Caribbean and African-Canadian communities.
- The decision was the result of twelve months of consultation, research and discussion with members, staff, stakeholders and community members.
- It represents a significant shift in the JCA's focus and positions each organization to build on the important foundations laid during the first 50 years of the organization's existence.

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## Transition Team's Mandate

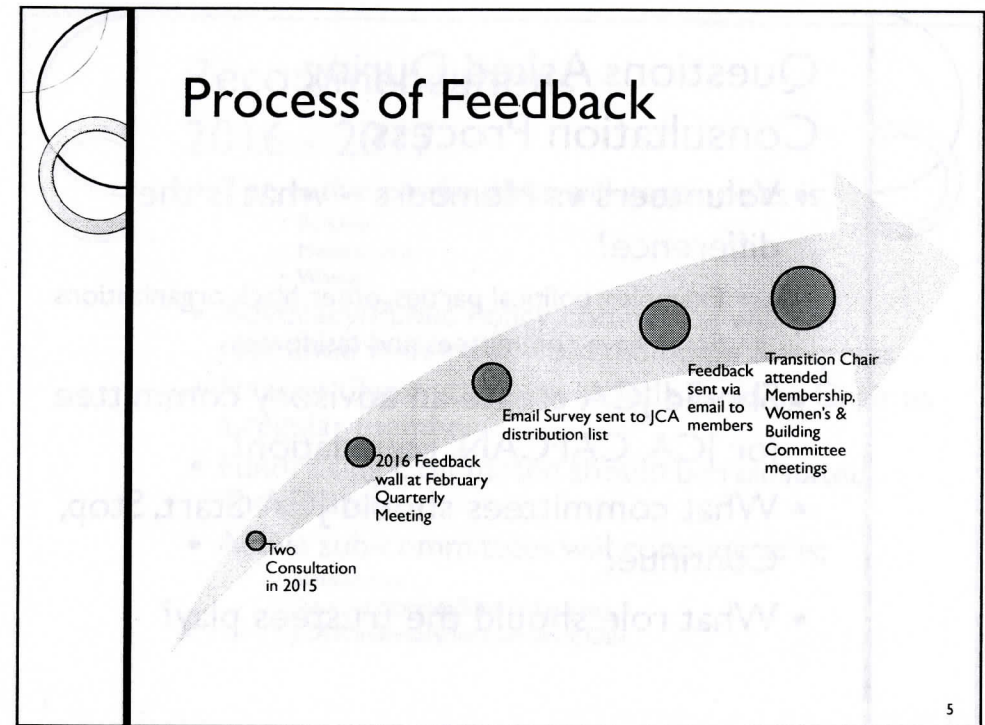
- A Transition Team was created to support the changes taking place as a result of the 2013 decision to separate
- Role:
  - To provide backbone support for all three boards as required
  - Identify gaps that need to be addressed by any or all boards
  - Monitor risk assessment plan
  - Conduct audit of assets and prepare report for respective boards
  - Provide ongoing updates on transition to JCA membership
  - Communicates transition updates to boards, wider community
  - **Undertake review of JCA committee structure, including focus groups, workshops**

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## Transition Team's Mandate for Committees 2015 - 2016

- For the 2014 – 2015 year, the Transition Team recommended the following which was accepted by the membership:
  - Maintain the Women's, Education and Building Committees but revise their mandates as necessary
  - Strengthen the Advocacy/Public Policy Committee to ensure JCA is responding to current issues
  - Consult with membership on future of committees
  - Explore events based committees
  - Redefine the role and mandate of the Membership Committee, removing the administrative responsibilities (membership database, correspondence to members)

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- ## Questions Asked During Consultation Process
- If we were creating JCA in 2015, how would we recruit members and volunteers?
  - What role should paid staff play?
  - How would you recognize the efforts of volunteers – what types of events, activities, incentives could be offered?
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## Questions Asked During Consultation Process

- Volunteers vs Members – what is the difference?
  - Examples: political parties, other black organizations
  - Some have committees and taskforces
- Should JCA create an advisory committee for JCA, CAFCAN, Foundation?
- What committees should JCA Start, Stop, Continue?
- What role should the trustees play?

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## Some of What We Heard

- No one wanted any of the current committees to stop
- People felt committees do not have enough of a voice
- Some feel there is a disconnect between the committees & board
- Some of the members from the Membership Committee feel the workload is too heavy

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## Recommendations 2016 - 2017

- The active committees will continue as is:
  - Building
  - Membership
  - Women
- Advocacy/Public Policy committee will be redefined with input from members & experts
- Finance Committee will include Building Chair as a regular member
- Fundraising Committee should be reinstated immediately
- Active sub-committees will continue as is:
  - Scholarship
  - Saturday Morning Tutorial Program
  - JCA Anniversary/Independence Gala

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## Recommendations 2016 – 2017 Continued

- Primary role of the Vice President as link between committees and board to be followed as per constitution
- Terms of Reference, full committee chair job descriptions & orientation package to be developed for each committee (Women's Committee model)
- Advisory Committee for JCA, CAFCAN & pending Foundation will be developed by a board appointed team

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## Recommendations 2017 - 2019


- Election process to be held for chairs of active committees May 2017:
  - Building
  - Membership
  - Women
- Trustees to be elected as of May 2017 AGM (as per Article 12.2)
- Membership Committee's structure they created will be evaluated during 2017 – 2018
- Committees to be restructured in 2018:
  - Communications
  - Education & Culture
  - Youth

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## Recommendations 2019 - 2021

- Possible Committees added:
  - Men – focus on activities
  - Membership & Volunteer Retention
- Restructuring of standing committees as required
- Introducing concept of volunteers vs members

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### What is Needed to Ensure Committee Success?

- Building Manager
- Volunteer/Member Relations Coordinator
- Administrative Support
- Documentation
  - Terms of Reference
  - Orientation guide for new committee members
- Training opportunities for Committee Chairs
- Tele and/or video conferencing options

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### Background

On June 17, 2014, the Building Manager, Building Manager, and Volunteer/Member Relations Coordinator met to discuss the needs of the committee. The meeting was held in the Building Manager's office. The meeting was attended by the Building Manager, Building Manager, and Volunteer/Member Relations Coordinator. The meeting was held in the Building Manager's office. The meeting was attended by the Building Manager, Building Manager, and Volunteer/Member Relations Coordinator. The meeting was held in the Building Manager's office. The meeting was attended by the Building Manager, Building Manager, and Volunteer/Member Relations Coordinator.



What is needed to ensure  
Commitment Success?

- Voluntary member retention Coordinator
- Administrative Support
- Documentation
- Training
- Monitoring and evaluation
- Let's make video conferencing optional

Recommendations

2019 - 2021

- Improve Governance & vision
- Improve training & support
- Improve monitoring & evaluation
- Improve communication
- Improve financial management